CENTER FOR ARMY LESSONS LEARNED

CONOPS Data Collection Form

Instructions

What are we really looking for ?

- Tell the Army – *'WHAT'S WORKING'*

- Should be detailed enough to stand alone;
  Someone else is going to have to do the same thing --
  soon, …tell them what they really need to know !

- Meets the "so what?" criteria
  – "is this worth sharing with the Army ?"

- *focus on solutions*, but if it's really critical ..
  tell us about 'warstoppers' and 'pitfalls' to avoid

Data Submission Techniques – Web entry form

- **SIPRNET access required**

- **go to http://call.army.smil.mil**

- **use "Submit a Key Operational Observation" link**

- **complete data entry using online form**

- **hit "submit observation" button**

- **you're done !!**

> *NOTE: once you visited the submit page, you may want to bookmark it and put a shortcut to this page on your desktop – will get you there quicker !!*

Web entry form fields (1 of 3)

Personal information

- data info – self-explanatory
- used only to contact you if we have questions
- will be 'related' to you in our dBase structure
- helps us to identify where the information is coming from – connect you with your position/function

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eMail accounts

- best to have AKO SIPRNET account/address; primary means of communication
- will use NIPRNET for general comms as appropriate – *and ONLY for non-classified information*

Web entry form fields (2 of 3)

Current Duty Position or Command / Staff Function

- what you're doing within TOC, V Corps – not "CSS rep, Tm B, BCTP"
- initial contact – provide short, descriptive title –
  - e.g. G2, Current Ops Cell, Joint Fires Planning
- subsequent contact – abbreviate. We'll marry you up with dBase using your eMail address.
- if you change position / function – let us know

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Observation Field

- Actual Date – not 'when you filled in the form', but when the observation/ issue actually occurred
- short descriptive title / topic – help us catalog / categorize what you're going to say/provide
  - e.g. "Distribution of UAV imagery products."
- keep this to one line/sentence.

Web entry form fields (3 of 3)

Recommendation Field

- "Main Effort" -- Tell us "WHAT'S WORKING" / what's worth sharing with the rest of the Army
- focus on solutions – the HOW and the WHY
- Secondary – identify major "warstoppers" and "pitfalls" in your area of interest
- Keep this to 3-5 lines – use discussion field for details

Keep you input here concise, be hard-hitting,
get to the point quickly --- tell it like it is !!!

Discussion Field

- background/details
  - what's the context within which all this happened ?
  - what drew your attention to this situation / issue ?
  - were there other solutions tried, what didn't work ?
  - what, when, where, how and why ?
- no limit to what you give us here – but we need something in the field or the form won't work !

Key Words

In both the Recommendation and Discussion Fields, use "key words" whenever possible and appropriate.

--what is a "key word" .. ?

Key words are terms that aid CALL in focusing in on and locating information quickly within the database for future use - such as preparing lessons learned, answering Requests for Information, creating white papers, etc. Key words should be related directly to the 'core' information being presented in the section / paragraph.

EXAMPLES ARE:
- DOTLMPF 'identifiers' / paragraph headers
- BOS/Functional Area identifiers (C2, CSS, SOF)
- Staff Sections (G1,S1,ADJ)
- Branches (AG / INF / QM)
- Acronyms (PERSTAT,BUB, SITREP, OPSREP)
- Weapon Systems (M1, PATRIOT, SAW)
- Commands (DIV, CORPS)